

AGENDA BILL APPROVAL FORM

Agenda Subject: Ordinance 6250 to Amend City Code Sections 3.04.600 and 3.04.610		Date: June 15, 2009
Department: Finance	Attachments: Ordinance 6250	Budget Impact:

Administrative Recommendation:

City Council introduce and adopt Ordinance No. 6250.

Background Summary:

In the past few years the Parks, Arts and Recreation Department has undertaken a number of events, performances and programs at which items are sold, concessions are operated, and admission/participation fees are charged, requiring a start-up fund for making change. We are now adding the Farmer's Market to that list of events. Additionally, increases in parking and admissions for recreation programs have increased substantially, requiring reimbursement to Department staff for out-of-pocket expenses where it is not possible to pay with purchase orders. The current funds are stretched too thin to accommodate the increase in programming and the number of events.

Additionally, the Senior Center is experiencing increased numbers of participants on many of their trips, causing a petty cash depletion problem. The \$300.00 allocation does not cover these trip expenses and receipts for repayment carry over. An increase of \$200.00 to the petty cash fund would greatly alleviate this problem.

Ordinance No. 6250 will increase the change fund at Parks, Arts and Recreation from \$100 to a \$700 and the change and petty cash fund at the Senior Center from \$375.00 to \$600.00 (\$500.00 petty cash and \$100.00 change fund). This increase will be especially beneficial during the summer months when sports events, concerts and movie nights take place, and during the major events of KidsDay, 4th of July, and the various trips for teens and special pop participants. It will also benefit the participants at the Senior Center participating in Senior trips.

N0615-2

F4.11

Reviewed by Council & Committees: <input type="checkbox"/> Arts Commission <input type="checkbox"/> Airport <input type="checkbox"/> Hearing Examiner <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> Park Board <input type="checkbox"/> Planning Comm.	COUNCIL COMMITTEES: <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Municipal Serv. <input checked="" type="checkbox"/> Planning & CD <input type="checkbox"/> Public Works <input type="checkbox"/> Other Museum Board	Reviewed by Departments & Divisions: <input type="checkbox"/> Building <input type="checkbox"/> Cemetery <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> Legal <input type="checkbox"/> Public Works <input type="checkbox"/> Information Services	<input type="checkbox"/> M&O <input type="checkbox"/> Mayor <input type="checkbox"/> Parks <input type="checkbox"/> Planning <input type="checkbox"/> Police <input type="checkbox"/> Human Resources
---	--	--	--

Action:

Committee Approval:

☐ Yes ☐ No

Council Approval:

☐ Yes ☐ No

Call for Public Hearing ____/____/____

Referred to _____ Until ____/____/____

Tabled _____ Until ____/____/____

Councilmember: Backus

Staff: Coleman

Meeting Date: June 15, 2009

Item Number: VIII.A.2

ORDINANCE NO. 6 2 5 0

AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON AMENDING
SECTIONS 3.04.600 AND 3.04.610 OF THE
AUBURN CITY CODE RELATING TO FUNDS

WHEREAS, the City of Auburn is responsible for maintaining its fund,
line items and budget elements in conformity with state law; and

WHEREAS, in order to properly account for funds, particularly those that
involve making change in payments for city services or for making small
purchases in support of city functions, the City has developed certain identified
change funds; and

WHEREAS, in order to better accommodate the needs of the City to
provide these services to its citizenry, and to update the change funds needs, it
is appropriate to amend the City Code accordingly.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to City Code. Section 3.04.600 of the
Auburn City Code is amended to read as follows:

3.04.600 Change funds created.

The finance director is herewith authorized to establish the following change
funds throughout the city. Change funds will be used for the purpose of making
change from cash for patrons of the city.

Department	Location	Amount
Finance	25 W. Main St.	\$400.00
Parks –	910 9th St.	\$100.00

Recreation		<u>\$700.00</u>
Parks – Senior center	808 9th St.	\$75.00 <u>\$100.00</u>
Municipal court	340 E. Main St.	\$200.00
Cemetery	2020 Mtn. View Rd.	\$100.00
Building	25 W. Main St.	\$200.00
Detention facility	25 W. Main St.	\$200.00
City clerk	25 W. Main St.	\$100.00
Police	340 E. Main St.	\$200.00
Golf course pro shop	29630 Green River Rd. NE	\$800.00
Total		<u>\$2,375.00</u> <u>\$3,000.00</u>

(Ord. 6079 § 1, 2007; Ord. 5907 § 1, 2005; Ord. 5895 § 1, 2005; Ord. 5804 § 1, 2003; Ord. 5742 § 1, 2003.)

Section 2. Amendment to City Code. Section 3.04.610 of the

Auburn City Code is amended to read as follows:

3.04.610 Petty cash and investigation funds created.

The finance director is herewith authorized to establish the following petty cash and special investigation funds throughout the city. Petty cash funds will be used to purchase incidental supplies and other necessary incidental expenses. Special investigation funds will be used for law enforcement and investigation in the police department. The city finance director shall reimburse the funds from time to time for expenses outstanding to make the cash balance equivalent to authorized amount.

Department	Location	Amount
Finance petty cash	25 W. Main St.	\$700.00
City clerk petty cash	25 W. Main St.	\$100.00
Parks – Recreation	910 9th St.	\$500.00

petty cash

Parks – Senior center	808 9th St.	\$300.00
-----------------------	-------------	----------

petty cash		<u>\$500.00</u>
------------	--	-----------------

Municipal court petty cash	340 E. Main St.	\$100.00
----------------------------	-----------------	----------

Police petty cash	340 E. Main St.	\$400.00
-------------------	-----------------	----------

Police special investigation	340 E. Main St.	\$1,000.00
------------------------------	-----------------	------------

Police special investigation	340 E. Main St.	\$10,000.00
------------------------------	-----------------	-------------

Fire petty cash	1101 D St. NE	\$250.00
-----------------	---------------	----------

Golf course petty cash	29630 Green River Rd. NE	\$200.00
------------------------	--------------------------	----------

Cemetery	2020 Mtn. View Rd.	\$100.00
----------	--------------------	----------

M & O	1305 C St. SW	\$300.00
-------	---------------	----------

\$13,950.00

\$14,150.00

(Ord. 6079 § 2, 2007; Ord. 5895 § 2, 2005; Ord. 5742 § 2, 2003.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. Effective Date. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

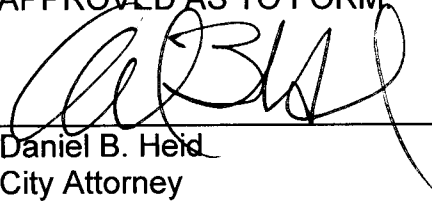
APPROVED: _____

PETER B. LEWIS
MAYOR

ATTEST:

Danielle Daskam
City Clerk

APPROVED AS TO FORM:



Daniel B. Heid
City Attorney

PUBLISHED: _____